



CITY OF BEVERLY HILLS
OFFICE OF THE CITY MANAGER
INTEROFFICE COMMUNICATION

TO: Public Works Commission
FROM: Pamela Mottice Muller, Director Office of Emergency Management
DATE: November 2012
SUBJECT: Emergency Management

The memo and Emergency Operations Center (EOC) presentation and tour serves to provide the Public Works Commission with basic information on the City's Emergency Management function and how the City and specially the Public Works Department will respond to a disaster. This discussion includes a tour and overview of the City EOC.

OFFICE OF EMERGENCY MANAGEMENT

The Office of Emergency Management, established under Policy and Management in 1996, and in coordination, conjunction, and collaboration, with all city departments, continues to promote, ensure and strengthen the city's ability to prepare for, mitigate against, respond to and recover from any natural or manmade emergency/disaster including but not limited to earthquakes, structural and wildland fires, floods, acts of terrorism, technological, utility related and any other event that would cause peril to the City of Beverly Hills.

The Office of Emergency Management goals are as follows:

COMMUNITY

- To prepare and promote the community's ability to prepare for and to take mitigation measures against an emergency/disaster.

EMPLOYEE

- To prepare City employees to handle an emergency/disaster at home and in the workplace.

INTERNAL

- To revise, implement, and test the City of Beverly Hills Disaster Plan.
- To strengthen City departments' ability to respond and recover to an emergency/disaster.
- To prepare and maintain systems, supplies and other logistical items to support Emergency/Disaster response and recovery.

EXTERNAL

- To prepare and coordinate with external agencies and organizations to assist the City in its preparedness efforts, mitigation measures, disaster response and recovery.

EMERGENCY MANAGEMENT POLICY AND STRUCTURE

The City's Emergency Management Policy during a disaster is as follows:

- To provide effective life safety measures, reduce property loss and protect the environment.
- To provide a basis for the direction and control of emergency operations.
- To plan for the continuity of government.
- To provide for the rapid resumption of impacted businesses and community services.
- To provide accurate documentation and records required for cost recovery efforts.
- To provide for the protection, use and distribution of remaining resources.
- To coordinate operations with the emergency management/services organizations.

The Office of Emergency Management works closely with all departments to ensure each department understands their roles and responsibilities in times of disaster. The City's Disaster Plan addresses how the City will respond.

COMMISSIONERS INVOLVEMENT

BEFORE A DISASTER:

- Prepare your home and develop a family disaster plan. You and your family should be able to take care of themselves for forty-eight to seventy-two hours.
- Support ongoing community preparedness efforts such as the Citizen Corp programs including CERT (Community Emergency Response Team training), NHW (Neighborhood Watch) and DCS (Disaster Communications System: Ham Operators).

DURING A DISASTER:

- Follow emergency information.

AFTER A DISASTER

- As soon as possible, Commissioners will be fully briefed and advised where their services are needed most.
- Commissioners should work initially with Department Staff. Once the Emergency Operations Center (EOC) is opened commissioners should work with the Liaison Officer to obtain information and to learn where their services are needed.

Thank you for your interest in ensuring the City can respond and recover from any

emergency or disaster. Please contact the Office of Emergency Management at 310.285.1025 should you have further questions.